


# Practical ideas for information and feedback


**Start** by giving careful detailed work **notes**, that tell the students what the assignment should be

- **Break** your **class** down to a **series** of lessons
- For each lesson, be **specific** about the name, focus, AND the dates the lesson covers
- Post an **agenda** for the work, with due dates and if possible, how much time a students will typically spend
- **Start** each lesson with an **overview** (bonus points for video or voice if you are comfortable with it)- this, plus the materials you post, should replace lecture
- **Post materials** and resources that should be **reviewed before** the class meeting and make sure the links work!


All of these are **opportunities** for you to share with the class anything you want them to know- be **clear**, **concise**, and be sure that you are **connecting** the resources and materials to be completed with the in-class work that you will be doing.



Post **notes** to the whole **class** with feedback when you see that students are not clear on a topic, or if a few students are demonstrating that they do not understand or telling you that they do not understand), chances are there are others feel the same way.



During the meeting time, be sure to **use** students' **names**, encourage them to post to a **collaborative** notes **document** that everyone can see if you are working with the full group, and to a document for their group if they are working in their group. **Mention what you see** on the documents as you lead your classroom **activities**



When students **complete** group work, make a final part be a wrap up or **reflection** on their contribution to the work- have each person assess how they did, what they know, and how they helped the group be **successful**. You might need to model this!